

SG-67/2
3 January 1967

MEMORANDUM FOR: Division and Staff Records Management Officers
SUBJECT : Holddown on Procurement of Safes

1. The CS Records Committee has directed that no additional safes will be procured for Clandestine Services Headquarters elements in this calendar year, except for new components. Requests for exceptions to this injunction may be taken up with the Office of the DDP, but only after you have evaluated the requirement and can show that no other course of action, such as retirement to Records Center or destruction of superfluous paper, will make the space needed available within the component.

2. I have asked SSA/DDS to brief the support officers to this effect pending publication

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Chief, DDP Systems Group

cc - CIA Records Administrative Officer
SA/ADDP